

UNIVERSITY OF SOUTHERN CALIFORNIA

Recruiting Lead

Job Code: 117170

OT Eligible: No

Comp Approval: 8/14/2020

JOB SUMMARY:

Helps bring top academic and professional talent to the university, working with designated units to acquire an understanding of specific hiring needs. Responsible for utilizing varied external resources and technology to discover and attract active/passive candidates. Proactively builds trusted relationships with human resources partners, stays current with organizational strategies, and maintains context of prioritized hiring needs. Provides a high-touch experience to diverse groups of talent during all aspects of the recruitment process and maintains relationships with candidates. Supervises a team of recruiters and helps drive timely recruitment processes rooted in service excellence. Champions the university's vision, culture and values.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|---|
| _____ | _____ | Utilizes resources to identify desired talent, help implement hiring and recruiting best practices, and make informed decisions. Educates unit leaders and hiring managers on the recruitment process and requirements. Disseminates regular communications to recruiters regarding metrics, hiring successes and upcoming needs. Ensures hiring managers receive appropriate communication about candidates in the pipeline. |
| _____ | _____ | Builds consistent, transparent and trusted relationships with HR partners to stay current with unit strategies and the context of prioritized hiring needs. Collaborates with hiring managers and relevant university stakeholders to develop consistent, transparent hiring plans, and to source, evaluate and hire quality talent. Deploys various sourcing methods to build candidate pipelines for varied university teams. |
| _____ | _____ | Maintains the candidate experience as a top priority among others in daily operations, realigning tasks and schedules as necessary. Accommodates different abilities of prospective candidates to ensure inclusive hiring. Drives timely recruitment processes rooted in service excellence. Upholds commitment to confidentiality in all areas. Manages varied talent-related projects supporting retention and morale during change efforts. |
| _____ | _____ | Analyzes and reports on key hiring metrics and optimizes the hiring cycle, which may include changing job descriptions or expectations of the hiring timeline. Pursues passive/active job seekers locally and outside of Los Angeles. Stays current with relevant policy/regulation changes. Troubleshoots candidate roadblocks (e.g., relocation, salary negotiations, multiple offers). Reviews hiring timelines and identifies opportunities to improve efficiency and service delivery. |
| _____ | _____ | Follows recruiting strategies to accomplish onboarding and staffing goals. Ensures consistency and quality of materials communicated. Demonstrates alignment to strategic plans and priorities of the organization and university through words, actions and ideas. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

5 years

Minimum Field of Expertise:

Bachelor's degree in business, psychology, communications, or related fields. Five years’ experience in human resources and talent acquisition, with a proven track record of sourcing, engaging and recruiting top talent. Demonstrated experience in three or more areas of full-cycle recruiting (e.g., candidate relationship management, predictive analytics, skill gap analysis). Excellent written and oral communication skills, and demonstrated empathy, social, non-verbal and active listening skills. Experience tracking and reporting applicant-to-candidate conversions, interview performances and candidate experience assessments. Demonstrated knowledge of labor markets, recruiting practices, effective social media recruitment tools and marketing resources. Ability to manage a team by providing feedback, assessment, encouragement and support to help them achieve goals and make positive change. Demonstrated understanding of employer branding and outreach engagement. Ability to effectively manage time, prioritize tasks, work independently and maintain confidentiality of all customers and information. Proficiency with Microsoft Office and working knowledge of Applicant Tracking Systems (ATS) and human resource information systems (HRIS).

Preferred Education:

Master's degree

Preferred Experience:

7 years

Preferred Field of Expertise:

Master's degree in business, psychology, communications, or related fields. Senior Professional in Human Resources in California (SPHR-CA) and/or other similar certifications (e.g., SHRM, CCP). Seven years' experience in higher education, recruiting staff, researchers and/or faculty. Two years' experience in a leadership/management role, able to mentor lower-level peers and consider internal HR pipeline and promotion opportunities. Experience developing and implementing advertising and social media recruitment strategies. Practiced management experience leading teams through change. Demonstrated experience developing or refining HR processes for efficiency and maintaining industry standards. Experience implementing new HR initiatives and supporting those of leadership. Demonstrated workplace cultural competency to influence positive department cultures by example. Demonstrated interpersonal skills, with an understanding of how to maintain relationships with potential candidates and outsourcing firms.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer